

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: July 1, 2011

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: PAYROLL PROCEDURES MANUAL – JUNE REVISION # 06 - 11

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for June 2011. The manual can be obtained by accessing the State Controller's Office public web site at: [California State Controller's Office: Payroll Procedures Manual](#).

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the June 2011 PPM are provided below.

Section B 008: Shift Differential Code, updated.

Section G 024: Overtime Pay Determination Chart for Civil Service and CSU Employees, updated.
025: Processing Procedure Methods, updated.
054: Shift Differential Pay Determination Chart for Civil Service/Excluded and Legislative Counsel Employees, updated.
054: Shift Differential Pay Determination Chart for Employees in Class 1120, Seasonal Clerk, new.
055: Processing Procedures/Methods, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [California State Controller's Office: Payroll Procedures Manual](#).

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

LC:AC:CSS